# WHAT IS A SPECIAL PROTECTION AREA (SPA)?

An SPA is a geographic area which has high quality or unusually sensitive water resources and environmental features that would be threatened by proposed land development if special water quality protection measures were not applied.

## WHERE ARE THE SPA'S IN MONTGOMERY COUNTY?

The existing SPA's are located in part of the Paint Branch watershed, in the Piney Branch of the Watts Branch watershed, and in the Clarksburg area as identified in the Clarksburg Master Plan. Please consult the Water Resources Section to determine if your development falls within an SPA area.

## WHEN DO I NEED AN SPA REVIEW?

All proposed development in a SPA is subject to a review if a Development Plan, Diagrammatic Plan, Schematic Development Plan, Project Plan, Preliminary Plan, Site Plan, or Special Exception is required. Projects on publicly owned property should also have a SPA review.

## WHAT IS AN SPA REVIEW?

In SPAs, a Water Quality Inventory and/or a Water Quality Plan is required instead of a stormwater concept.

# WHEN IS A WATER QUALITY INVENTORY REQUIRED INSTEAD OF A FULL WATER QUALITY PLAN?

Only a Water Quality Inventory is required if the proposed development meets one of the exemptions specified in the following sections. However, exemptions do not apply to the Upper Paint Branch SPA area.

## WHAT ARE THE SPA EXEMPTIONS?

Except in the upper Paint Branch SPA, an applicant need not submit a preliminary or Final Water Quality Plan if:

- A project on agricultural, residential, or mixed use zoned property contains
  - o a proposed impervious area of less than 8% of the total area covered by the development approval application, or
  - o a cumulative area of 10 or fewer acres, and a proposed impervious area of less than 15% of the total land area covered by the develop ment approval applications.

 A project on property zoned for industrial or commercial use consists of a cumulative land area of two or fewer acres covered by the development approval application.

## WHAT IS THE SPA REVIEW PROCESS?

If the project is **not** exempt, a pre-application meeting is required prior to submittal of the Water Quality Pan. Submit the Water Quality Plan and/or water quality inventory in accordance with the requirements of Executive Regulation # 29-95.

## CONDITIONS OF APPROVAL

Approval of the Water Quality Plan, or Water-Quality Inventory, is required as part of the subdivision approval process.

## OTHER AGENCIES INVOLVED

The Special Protection Area Review is done in cooperation with the MNCPPC and the Montgomery County Department of Environmental Protection.

## WHAT WILL THE REVIEW COST?

• Preliminary-Water-Quality-Plan-Review Fees

| 1.  | Five or fewer Acres       | \$   | 869.00   |
|-----|---------------------------|------|----------|
| 2.  | More than 5 - 15 Acres    | \$   | 1628.00  |
| 3.  | More than 15 - 25 Acres   | \$   | 2381.50  |
| 4.  | More than 25 - 75 Acres   | \$   | 4250.50  |
| 5.  | More than 125 - 175 Acres | \$   | 5291.00  |
| 6.  | More than 175 - 225 Acres | \$   | 6341.50  |
| 7.  | More than 225 - 275 Acres | \$   | 7392.00  |
| 8.  | More than 275 - 325 Acres | \$   | 8437.00  |
| 9.  | More than 275 - 325 Acres | \$   | 9487.50  |
| 10. | More than 325 - 375 Acres | \$ 1 | 0,538.00 |
| 11. | More than 375 Acres       | \$1  | 1,588.50 |
|     |                           |      |          |

The above costs include the 10% automation enhancement fee.

# • Final Water-Quality-Plan-Review Fees

| 1.  | Five or fewer Acres       | \$  | 715.00   |
|-----|---------------------------|-----|----------|
| 2.  | More than 5 - 15 Acres    | \$  | 1435.50  |
| 3.  | More than 15 - 25 Acres   | \$  | 2150.50  |
| 4.  | More than 25 - 75 Acres   | \$  | 4163.50  |
| 5.  | More than 125 - 175 Acres | \$  | 5505.50  |
| 6.  | More than 175 - 225 Acres | \$  | 6847.50  |
| 7.  | More than 225 - 275 Acres | \$  | 8184.00  |
| 8.  | More than 275 - 325 Acres | \$  | 9526.00  |
| 9.  | More than 275 - 325 Acres | \$1 | 0,868.00 |
| 10. | More than 325 - 375 Acres | \$1 | 2,210.00 |

11. More than 375 Acres

\$13,552.00

The above costs include the 10% automation enhancement fee.

• Stream-Monitoring Fees Steam-monitoring fees in the amount of \$475 per acre must be paid by the permittee prior to issuance of the Sediment-Control Permit for the development site. For the purpose of fee calculation, the total acreage of the site as shown on the approved record plat shall be used. All fractions of acreage will be rounded to the nearest whole number. If the acreage fraction is .5, the next higher whole number will be used. There are no automation fees for stream-monitoring. The Department of Permitting Services collects this fee for the Department of Environmental Protection.

## WHEN WILL MY WATER QUALITY PLAN BE APPROVED?

A Water Quality Plan typically takes approximately six to 12 weeks for approval. The Water Quality Plan review time varies with the size and location of the project within the SPA. It can also be affected by delays in the preparation and submittal of the inventory and associated technical information.

## SPECIAL PROTECTION AREA REVIEW AT A GLANCE



## WHEN DO I NEED A SEDIMENT CONTROL (SC) PERMIT?

The purpose of the Sediment Control Permit is to prevent excessive erosion and stormwater flow from land disturbing activites from causing siltation and degradation of streams and waterways.

A permit is required for any land disturbing activity in Montgomery County that disturbs 5,000 sq. ft. or more of land, results in 100 cu. yds. or more of earth movement, or is for the construction of a new residential or commercial building. An applicant must have approved erosion, sediment control and stormwater management plans before construction begins. Agricultural land management activities are exempt if the land has been farmed by the same owner within the last 5 years or a Declaration of Intent has been filed with the Department. Nursery Operations and the cutting of trees are considered to be land disturbing activities and are not exempt.

#### WHICH TYPE OF SEDIMENT CONTROL PERMIT WILL I NEED?

# **Engineered Plan Sediment Control Permit**

Except as noted below, each application for a sediment control permit must be accompanied by an erosion and sediment control plan.

- The plans must be prepared and certified by a professional engineer, land surveyor, landscape architect, or architect.
- Stormwater management plans, as required by the County Code, are to be included as a part of the permit application. These plans must be prepared and certified by a professional engineer, land surveyor or landscape architect.
- An estimate of Stormwater management costs is required.

## **Small Land Disturbance Sediment Control Permit**

The Department may waive engineered sediment control plan requirements when:

- A. Stormwater Management is not required,
- B. The total amount of cut and fill is less than 1000 cubic yards,
- C. The disturbed area is at least 25 feet from a floodplain, stream, wetland, or other sensitive area, and
- D. The purpose of the permit is for:
  - I. Construction of a single family residence or addition on a lot of 20,000 square feet or less, or
  - II. Other construction activities (tennis courts, accessory structures, etc) on a residential lot of any size as long as the amount of land disturbance is 20,000 square feet or less, or
  - III. Other land disturbing activities which do not justify engineered plan

requirements, as determined by the Department of Permitting Services.

# Forest Harvest Activity Permit

- For logging and timber removal operations
- Sediment control plans are approved by the Montgomery Soil Conservation District
- Forest harvest area must remain as woodland No change in land use

## **Engineered Sediment Control Permit**

- Required for all other, nonexempt land disturbing activities
- May include stormwater management requirements
- Required for commercial properties

## WHAT IS THE PERMIT APPLICATION PROCESS

Submit a completed SC permit application, with an engineered erosion and sediment control plan, when applicable. Permit fees are required at this time. For the SLDA application, two copies of a site plan are required. For Forest Harvest Activities, one copy of all pertinent information is required.

## **Conditions of Approval**

A permit will be issued when all appropriate fees have been paid, necessary bonds posted, and plans have been approved by the Department. In granting the permit, the Department may attach conditions that the Department deems reasonably necessary to prevent offsite sedimentation and the degradation of streams and other waterways. These conditions must be identified on the approved plans. The permittee must certify that all land disturbing activities will be performed pursuant to the approved plans.

Sediment control permits are valid for two years from the date of issuance. Engineered permits may be extended for one year with the payment of appropriate fees. SLDA and Forest Harvest permits cannot be extended.

Sediment Control permits must not conflict with conditions shown on approved subdivision plans, development plans, forest conservation plans, or site plans.

# **Inspections Information**

The permittee must notify the department 48 hours before commencing any land disturbing activities and must hold a preconstruction meeting with an authorized department representative. The department may waive the meeting requirement. Call (240) 777-6320 to schedule an inspection.

# Other Agencies Involved

Any activity within the public rights-of-way will require a roadway grading permit from the subdivision development section of the department. The Montgomery Soil Conservation District must approve all SC plans for Forest Harvest Activities.

# **Appeal Procedure**

Appeals of the issuance of any SC permit should be directed to Director of the <u>Department of</u> Environmental Protection within five work days from date of permit issuance.

## WHAT WILL THE SEDIMENT CONTROL PERMIT COST?

#### **FEES**

- Small Land Disturbance Permit
  - Lot Size less than 10,000 Square Feet ......\$350.00
  - Lot Size 10,000 to 20,000 Square Feet ......\$700.00
- Forest Harvest Activities ......\$115.00
- Engineered Plan Permits \$0.035 per square foot of disturbed area/minimum \$1,050
- Engineered Plan Revision Fees 35% of the original fee (minimum \$1,050, maximum \$2300)
- Engineered Plan Permit Extension Fees \$0.0035 per square foot of disturbed area. The minimum fee is \$115

An additional 10% Automation Enhancement Fee is charged on the cost(s) listed above.

#### **BONDS**

(Not required for Small Land Disturbance or Forest Harvest Permits)

• Sediment Control - \$300 plus \$0.02 per square foot of disturbed area to a maximum of \$10,000, plus Stormwater Management - based on estimated cost of construction of stormwater management facilities if required

## WHEN WILL I RECEIVE MY SEDIMENT CONTROL PERMIT?

- Forest Harvest Permits are issued within a week of application. However, they are mailed to the Montgomery Soil Conservation District for final plan approval.
- Small Land Disturbance permits are issued within a week.
- Each review of an engineered plan takes approximately two to four weeks.
- Actual processing time may vary due to workload and the complexity of the site.

## SEDIMENT CONTROL PERMIT PROCESS AT A GLANCE



DPS/Roads - Paving Permit

# WHEN IS A PAVING PERMIT REQUIRED?

A Paving Permit is required before any roadway paving may be started in the public right-ofway. It ensures that roadway pavement will accommodate the safe movement of vehicular traffic.

#### WHAT IS THE PAVING PERMIT APPLICATION PROCESS?

The applicant submits roadway construction plans (**Transmittal Form and Checklist for Paving Plans**) prepared by an Engineer registered in the State of Maryland. DPS reviews and approves the plans.

The applicant submits a Paving Permit application package (**Transmittal Form and Checklist for Paving Permit**) with the approved plans. DPS encourages the applicant to combine the Storm Drain and Paving Permits to expedite the processing of applications and permits.

DPS prepares the actual Paving Permit application (Application for a Permit for Construction on Property Dedicated to Public Use) for the applicant.

The applicant returns the signed application with the required fee (non-refundable), posts a bond, and submits any outstanding checklist information.

DPS reviews and approves cash bonds, certificates for guarantee and performance bonds. Letters of credit are submitted to the County Attorney for approval. DPS reviews the submitted information for completeness, including certification from the applicant that all underground utility installations are complete; and issues the Paving Permit.

After permit issuance, and 48 hours prior to the start of paving, the permittee contacts the Permitting Services Inspector to schedule an inspection. Required inspections and testing are performed both during the work and after its completion of the work. After completion of the base paving, the applicant may submit a written request for a partial bond release from DPS.

#### WHAT WILL THE PAVING PERMIT COST?

- Bond Cash, Letter of Credit or Performance Bond equal to construction cost based on DPS standard unit prices using approved quantities estimate from application package. Standard format for Letter of Credit and Performance Bond will be provided by DPS.
- Fee 8.265 % of the construction cost estimate/bond amount. An additional 10% Automation Enhancement Fee is charged on the cost(s) listed above.
- Extension Fee 10% of the original permit fee. An additional 10% Automation Enhancement Fee is charged on the cost(s) listed above. The total minimum extension fee is not less than \$110.00.

## HOW LONG WILL IT TAKE DPS TO ISSUE THE PAVING PERMIT?

DPS will prepare the application in approximately four weeks. The permit will be issued within approximately three weeks after DPS receives the signed application, the fee and any outstanding checklist information.

Note: Actual processing time may vary according to workload and/or complexity of the project.

The permit is valid for 18 months. A written request prior to the expiration datate is required for a permit extension. There is a fee for permit extensions based on the bond amount.

# **PAVING PERMIT PROCESS AT A GLANCE**

DPS/Roads - Storm Drain and Paving Plan Review

## WHAT IS A STORM DRAIN AND PAVING PLAN REVIEW?

A storm drain and paving plan review is a detailed engineering analysis of the design of the street layout and amenities; such as curbs, side-drainage ditches, sidewalks, enclosed storm drains, and street lights; necessary to provide safe vehicular and pedestrian flow during a paving operation. This review determines whether or not sufficient information exists to allow the construction of the street and its inspection by the Department of Permitting Services (DPS).

# WHY IS IT NECESSARY TO SUBMIT A STORM DRAIN AND PAVING PLAN TO THE COUNTY FOR REVIEW?

The County reviews all street construction plans for compliance with the County Code, the Storm Drain Criteria, and various County regulations which ensure public safety and roadway durability. The review also provides documentation for future work within or adjacent to the right-of-way and ensures that future road maintenance costs will be minimized.

# WHAT ARE THE PROCEDURES FOR STORM DRAIN AND PAVING PLAN REVIEW?

The applicant submits the storm-drain and paving application forms (**Transmittal Form and Paving/Storm Drainage Plans Review Checklist**) with plans prepared by a State-of-Maryland-registered engineer.

DPS reviews the plans for conformance with established county requirements and sound engineering practices. When the review is complete, DPS stamps the plans "FINAL APPROVAL" and signs them. DPS notifies the applicant when the plans have been signed so that they may be picked up. After approval, the applicant's Engineer can submit the necessary information for the Storm Drain and/or Paving Permit application(see Storm Drain Permit or Paving Permit).

## WHAT WILL THE STORM DRAIN AND PAVING PLAN REVIEW COST?

There is no charge for the plan review.

# HOW LONG DOES APPROVAL OF THE STORM DRAIN AND PAVING PLAN TAKE?

The storm-drain-and-paving plan review takes approximately four weeks for each submittal. Total processing time depends on the number of submittals.

# WHEN IS A GRADING PERMIT REQUIRED?

A Grading Permit is required before any roadway construction may be started in the public right-of-way. It ensures that roadway grades are appropriate for the safe and efficient movement of vehicular traffic and that roadway sub-grades are sufficient for load-bearing and pavement longevity.

## WHAT IS THE GRADING PERMIT APPLICATION PROCESS?

The applicant submits a roadway grade establishment package (**Transmittal Form and Checklist for Grade Establishment Plan**) with plans prepared by a Surveyor or Engineer licensed in the State of Maryland. DPS will review and approve the package.

The applicant submits a Grading Permit application package (**Transmittal and Checklist for Grading Permit**) with plans, including a Soil Report, for review and approval.

DPS prepares the actual Grading Permit application (Application for a Permit for Construction on Property Dedicated to Public Use) for the applicant.

The applicant returns the signed application with the required fee (non refundable), posts a bond, and submits any outstanding checklist information.

DPS submits the bond to the County Attorney for approval; reviews the submitted information for completeness, including verification of Sediment Control Plan approval (see **Sediment Control Permit**); and issues the Grading Permit.

After permit issuance, and 48 hours prior to starting the grading operation, the permittee contacts the Highway Construction Field Supervisor to schedule an inspection. Required inspections and testing are performed both during the work and after its completion.

## WHAT WILL THE GRADING PERMIT COST?

- Bond Cash, Letter of Credit or Performance Bond equal to construction cost based on DPS standard unit prices using approved quantities estimate from application package. Standard format for Letter of Credit and Performance Bond will be provided by DPS.
- Fee 8.265 % of the construction cost estimate/bond amount. An additional 10% Automation Enhancement Fee is charged on the cost(s) listed above.
- Extension Fee 10% of the original permit fee. An additional 10% Automation Enhancement Fee is charged on the cost(s) listed above. The total minimum extension fee is not less than \$110.00.

# HOW LONG WILL IT TAKE DPS TO ISSUE THE GRADING PERMIT?

DPS will prepare the application in approximately four weeks. The permit will be issued within approximately three weeks, after DPS receives the signed application, the fee, bond approval, and any outstanding checklist information.

Note: Actual processing time may vary according to workload and/or complexity of the project.

The permit is valid for 18 months. A written request prior to the expiration datate is required for a permit extension. There is a fee for permit extensions based on the bond amount.

## **GRADING PERMIT PROCESS AT A GLANCE**



# DPS/Building Construction - Electrical Permit

# WHEN IS AN ELECTRICAL PERMIT REQUIRED?

An Electrical Permit is required for work that involves installing, repairing, or maintaining any electrical wiring or device designed for conducting, consuming or converting electrical current.

# HOW IS AN ELECTRICAL PERMIT OBTAINED AND WHO MAY APPLY FOR THESE PERMITS?

Anyone may apply for an electrical permit. However, the application must be signed by a master electrician who is licensed in Montgomery County. Homeowners who intend to do their own electrical work, and meet the criteria for doing so, may take a test to obtain a permit (see: Homeowners Electrical Exam.)

## WHAT IS THE COST?

The minimum fee is \$71.00 for residential installations and \$120.00 for commercial installations. Depending on the extent of the work, the fee may be greater than the minimum. See the fee schedule which is printed on the back of the permit application. An additional 10% Automation Enhancement Fee is charged on the cost(s) listed above.

#### WHAT IS THE APPLICATION PROCESS?

Electricians or their representatives may apply in person or by mail.

The application will be checked for the following:

- Completeness
- Valid and current business and master's license numbers
- Up-to-date insurance certificate
- Outstanding Notices of Violation for the premise (outstanding fines will collected with the permit fee)
- Building permit (if required for the work being done), has been issued prior to the electrical permit application
- Site plans, as appropriate, showing approval for zoning setbacks

#### If all conditions are met:

- · Fees are calculated and collected
- A receipt is issued
- A permit number is assigned
- The permit is issued while the customer waits

## HOW LONG WILL THE PROCESS TAKE?

Walk-in transactions usually take no more than ten minutes per applicant. Mail-in applications are usually processed within two work days.

# **ELECTRICAL PERMIT PROCESS AT A GLANCE**

# WHEN IS A DRIVEWAY PERMIT REQUIRED?

A Driveway Permit is required to construct a new driveway, to modify an existing driveway, or to install a temporary construction entrance within the public right-of-way. It ensures the stability of the public roadway and provides for safe and uniform access from abutting properties. The driveway permit may also include any necessary sidewalk, curb-and-gutter, shoulder and ditch improvements.

## WHAT IS THE DRIVEWAY PERMIT APPLICATION PROCESS?

The applicant completes the Application for Construction on Property Dedicated to Public Use. This should include a sketch showing the driveway location.

DPS inspector determines the scope of work involved in construction of the driveway and determines a bond and fee amount to ensure completion of the construction. DPS notifies the applicant of the bond and fee amount in writing, or the inspector completes a portion of the application on site and gives it to the customer. The customer must then complete the application and mail it or bring in with the bond and fee.

The applicant posts a bond with the required non-refundable fee.

DPS reviews and approves cash bonds, certificates of guarantee and performance bonds. Letters of credit are submitted to the County Attorney for approval. DPS then issues the Driveway Permit. When the bond has been approved, DPS releases that portion of the applicant's pending building permit.

After permit issuance, and 48 hours prior to starting driveway construction, the permittee contacts the Permitting Services Inspector listed on the permit to schedule an inspection.

The permit requries a minimum of two inspections:

- forms, subgrade
- final

The applicant secures his/her own contractor to construct the driveway. (DPS does not construct the driveway for the applicant.)

#### WHAT WILL THE DRIVEWAY PERMIT COST?

- Bond the bond amount is based on the construction cost estimate, and is verified by the inspector in the field, or by submission of drawings showing the work.
- Fee 8.265 % of the construction cost estimate/bond amount. An additional 10% Automation Enhancement Fee is charged on the cost(s) listed above.

• Extension Fee - 10% of the original permit fee. An additional 10% Automation Enhancement Fee is charged on the cost(s) listed above. The total minimum extension fee is not less than \$110.00.

## HOW LONG WILL IT TAKE DPS TO ISSUE THE DRIVEWAY PERMIT?

- Residential driveways approximately two weeks review time, plus one week permitissuance time after DPS receives the fee and bond.
- <u>Commercial driveways</u> approximately three weeks review time, plus one week permitissuance time after DPS receives the fee and bond.
- Temporary construction entrance same as residential driveways.

**Note:** Actual processing time may vary according to workload and/or complexity of the project.

The permit is valid for 18 months. A written request prior to the expiration datate is required for a permit extension. There is a fee for permit extensions based on the bond amount.

## DRIVEWAY PERMIT PROCESS AT A GLANCE

DPS/Building Construction - Building Permits

# WHEN IS A BUILDING PERMIT REQUIRED?

For all new construction & additions in Montgomery County and municipalities, with the exceptions of the City of Rockville and the City of Gaithersburg.

#### WHAT IS THE PURPOSE OF A BUILDING PERMIT?

Building permits are required to ensure public safety, health, and welfare as they are affected by building construction, through structural strength, adequate egress facilities, sanitary equipment, light, ventilation and fire safety.

## WHAT IS THE PERMIT PROCESS?

- Submission of a completed Sediment Control application (including two site plans showing topography) is usually required prior to applying for a building permit.
- Submission of a completed permit application package, containing all supporting documents needed to apply for the permit.
- Two complete sets of construction drawings are required along with five site plans (six site plans, if the lot has a well and/or septic system.) Additional site plans are required for a Sediment Control Permit.

## OTHER AGENCIES INVOLVED

Approvals may be required from the following agencies:

- SHA (State Highway Administration)
- Maryland-National Capital Park & Planning Commission
- WSSC (Washington Suburban Sanitary Commission)
- Department of Health and Human Services
- Townships

## INSPECTIONS INFORMATION

Inspection requirements are attached to the approved set of plans. Inspections for which requests are received before 12:00 noon are scheduled for the following day. Inspections for which requests received after 12:00 noon, are scheduled to occur within two business days.

## WHAT WILL THE PERMIT COST?

The filing fee for a commercial or residential permit is \$400. An additional 10% Automation Enhancement Fee is charged on the cost(s) listed above.

## PERMIT DURATION:

The permit is valid for one (1) year from the date of issue. An extension may be applied for prior to permit expiration. For further information, contact (240) 777-6370.

DPS/Building Construction - Mechanical Permit

#### WHEN DO I NEED A MECHANICAL PERMIT?

A mechanical permit is required to erect, install, enlarge, alter, repair, remove, convert or replace a mechanical heating, ventilating and air-conditioning system, the installation of which is regulated by the International Mechanical Code (IMC), International Fuel-Gas Code (IFGC) or the International Residential Code (IRC), as appropriate. These equipments include, but are not limited to, furnaces, heat pumps, air-conditioning units, range hoods, cooling towers, chillers, Fuel-oil tanks and piping system, LP-gas tanks and piping systems.

Permits shall not be required for the following:

- 1. Portable heating appliances;
- 2. Portable ventilation appliances and equipment;
- 3. Portable cooling units;
- 4. Steam, hot water or chilled water piping within any heating or cooling equipment or appliances regulated by this code;
- 5. The replacement of any minor part that does not alter the approval of equipment or an appliance or make such equipment or appliance unsafe;
- 6. Portable evaporative coolers; and
- 7. Self-contained refrigeration systems that contain 10 pounds (4.5 kg) or less of refrigerant, or that are actuated by motors of one (1) horsepower (0.75 kW) or less.
- 8. Replacement of natural gas-fired furnaces and boilers in attached and detached one and two family dwellings when there is a WSSC permit.
- 9. Finishing single-family detached and attached basements when the work is limited to ductwork and exhaust fans. A mechanical permit is required for ductwork in an addition.
- 10. Replacement of components within a unit such as compressors and burners.
- 11. Installation of natural-gas fired fireplaces, gas logs, and barbeques when there is a WSSC permit.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for work to be done in violation of the provisions of this code or other laws or ordinances of this jurisdiction.

# WHO MAY OBTAIN A MECHANICAL PERMIT?

Using the <u>Application for Mechanical Permit</u>, the following individuals/entities may apply for and obtain a mechanical permit:

1. An individual licensed by the Maryland State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration Contractors

(<a href="http://www.dllr.state.md.us/license/occprof/heat.html">http://www.dllr.state.md.us/license/occprof/heat.html</a>) subject to the following limitations:

- i. Contractor with Limited license issued by the Board may exclusively maintain or repair one or more of the following: heating systems, cooling systems, refrigeration systems, ventilation systems, or hydronic systems.
- ii. Contractor with a Master license may provide heating, ventilation, air-conditioning, or refrigeration services. (This does not include installation of propane tanks or piping system, see item 13 below)
- iii. Contractor with a Master restricted license may provide services in only one of the following areas:
  - a. heating forced air systems;
  - b. heating hydronic systems;
  - c. ventilation;
  - d. air-conditioning; or
  - e. refrigeration.
- 2. An individual owner of a single-family dwelling while that owner is practicing heating, ventilation, air-conditioning, or refrigeration services on or within a building or structure owned by the individual.
- 3. An individual who is building a single-family dwelling in which that individual will reside while practicing heating, ventilation, air-conditioning, or refrigeration services on or within that dwelling.
- 4. An employee of a public utility company regulated by the Public Service Commission, when engaged in:
  - i. the development, construction, maintenance, or repair of electric or gas facilities located in the State; or
  - ii. the construction, maintenance, or repair of electric or gas appliances in the service area of the public utility.
- 5. Subject to § 9A-403(a) of the Annotated Code of Maryland, an employee of the United States government, the State government, a local government, or an independent agency while that employee is practicing heating, ventilation, air-conditioning, or refrigeration services on or within buildings or structures owned or solely occupied by the United States government, the State government, a local government, or an independent agency.
- 6. An individual employed in the installation, maintenance, alteration, repair, or replacement of self-contained appliances requiring not more than 225 volts or 25 amperes of electrical current.
- 7. An individual possessing a master electrician's license issued by the State or any county, when engaged in the installation, alteration, service, repair, or replacement of individually controlled electric resistance heat.
- 8. An individual possessing a master plumber's license issued by the State, Baltimore County, or the Washington Suburban Sanitary Commission when providing heating, ventilation, air-conditioning, or refrigeration services on hydronic heating systems.
- 9. An individual possessing a license to practice engineering when providing heating, ventilation, air-conditioning, or refrigeration services in connection with the practice of engineering.
- 10. An individual who installs, alters, remodels, maintains, or repairs oil burners exclusively while employed by a supplier of home heating fuel.
- 11. An individual regularly employed by the owner of property, or the owner's agent, to engage in maintenance and repair work.

- 12. An individual installing wood-burning prefabricated fireplaces or stoves.
- 13. A state-licensed master plumber or a certified propane gas fitter when installing propane tanks and piping system. (A mechanical HVAC contractor is not authorized to install propane tanks and piping system)

# **INSURANCE REQUIREMENTS:**

A holder of a master, master restricted, or limited heating, ventilation, air-conditioning, and refrigeration license may not contract to provide services on behalf of the licensee, or another person who provides heating, ventilation, air-conditioning, or refrigeration services, unless the work of the licensee, including completed operations, is covered by:

- 1. general liability insurance in the amount of at least \$300,000; and
- 2. property damage insurance in the amount of at least \$100,000.

## DO I NEED PLANS?

At this point, plans are not required for detached and attached one-and two-family dwellings. Plans for multi-family buildings and commercial buildings must be prepared by a registered professional engineer licensed in the State of Maryland and shall be submitted at the time of the building permit application.

## WHAT IS THE APPLICATION PROCESS?

Anyone mentioned in the previous section "Who Can Obtain a Mechanical Permit?" may apply in person or by mail.

The application(s) will be checked for the following:

- Completeness
- Valid and current business and master's license numbers
- Up-to-date insurance certificate
- Outstanding Notices of Violation for the premises (outstanding fines will be collected with the permit fee)
- Building permit (if required for the work being done), issued prior to the mechanical permit application
- Separate applications for NEW and REPLACEMENT equipment
- Signature of HVAC master

#### If all conditions are met:

- Fess are calculated and collected.
- A receipt is issued.
- A permit number is assigned.
- The permit is issued while the customer waits.

## HOW LONG WILL THE PROCESS TAKE?

Walk-in transactions usually take no more than 15 minutes per applicant. Mail-in applications are usually processed within two work days.

#### **HOW MUCH DOES A PERMIT COST?**

Permit fees are assessed in accordance with <u>Executive Regulation No. 15-03AM</u>, <u>Schedule of Fees for Permits</u>, <u>Licenses and Certification</u>. A 10% Automation Enhancement Fee will be added to the above cost.

#### DO I NEED A SEPARATE ELECTRICAL PERMIT?

An electrical permit for mechanical equipment and appliance installation is required when new high voltage branch circuit conductors or feeder circuit conductors are installed. An electrical permit is not required to hook-up appliances to existing conductors and to add/replace disconnect switches.

Electrical permits will <u>not</u> be required for low voltage control wiring except when such circuits penetrate fire-rated assemblies, or are installed in an air plenums; provided the voltage does not exceed 30 volts.

# WHAT KINDS OF INSPECTIONS ARE REQUIRED & HOW DO I SCHEDULE THEM?

Normally, two inspections are required, a close-in and a final inspection. You may call (240) 777-6210 to schedule or cancel a mechanical inspection. You may also schedule and cancel inspections on our web site. Generally, if you call before 12:00 pm on any given day, we will conduct the inspection on the next business day. Inspection codes for mechanical inspections are as follows:

| <ul> <li>Residential Close-in</li> </ul> | 008 |
|--|-----|
| <ul> <li>Residential Final</li> </ul>    | 251 |
| <ul> <li>Commercial Close-in</li> </ul>  | 608 |
| <ul> <li>Commercial Final</li> </ul>     | 651 |

DPS/Building Construction - Fire Alarm Permit

# WHEN IS A FIRE ALARM PERMIT REQUIRED?

A Fire Alarm Permit is required for all work involving installations, alterations or modifications of a fire alarm system.

## **Purpose**

The purpose of a Fire Alarm Permit is to ensure the system's compliance with life safety and building codes.

## WHAT IS THE FIRE ALARM PERMIT APPLICATION PROCESS?

## Requirements:

The applicant must complete a Fire Protection System permit application, which includes the name of a contact person. Two through five sets of folded plans (depending on the number of plans the applicant wants returned) and a \$100 filing fee must be submitted with the application.

#### **Process:**

Plans are submitted to a permit technician between the hours of 7:30 a.m. - 4:00 p.m., Monday - Friday. The applicant may request a free screening on Mondays, Wednesdays, and Fridays between the hours of 9:30 a.m. - 11:30 a.m. and 1:00 p.m. - 3:00 p.m. The screening assesses whether the submittal is complete and in conformance with the fire codes (see **Preliminary Screening for Fire Protection System Submittals**).

## **Inspection:**

Inspections may be arranged by calling (240) 777-2457 between 7:30 a.m. - 4:00 p.m. Monday - Friday.

## APPEAL INFORMATION

If the permit is denied, the applicant may appeal to the Montgomery County Board of Appeals. Applicants may call the Board of Appeals at (240)777-6600 for further information on the appeal process.

## WHAT WILL THIS PERMIT COST?

The fee for the Fire Alarm Permit will vary. A 10% Automation Enhancement Fee will be added to the cost of the permit fec.

#### WHEN WILL THE PERMIT BE ISSUED?

The Fire Alarm Permit turnaround time varies with workload, goal is two weeks of

processing time for regular system plans. If plans are submitted under the Fast-Track system, they can be processed within five working days. To meet the Fast-Track guidelines, plans must be less than 20,000 square feet without requiring a main control panel.

## **PERMIT DURATION:**

The permit is valid for one year from the issue date.

# FIRE ALARM PERMIT PROCESS AT A GLANCE



DPS/Building Construction - Use and Occupancy

# WHEN IS A USE & OCCUPANCY CERTIFICATE REQUIRED?

A Use & Occupancy Certificate is required for the space to be used prior to opening any business in Montgomery County.

The purpose of this certificate is to document that the use is permitted, and that all applicable safety code and health code requirements have been met.

## WHAT IS THE APPLICATION PROCESS?

- Submit a completed Use and Occupancy application accompanied by one copy of a site plan showing parking analysis. If the property is located within the parking lot district of Bethesda, Silver Spring, Wheaton, or Montgomery Hills, no site plan is needed because these areas are provided with public parking.
- For food service establishments, submit a completed Statement of Operations form.
- If the use is permitted by special exception, submit a copy of the current special exception opinion.

# APPROVALS AND INSPECTIONS REQUIRED

- The zoning official must approve your site for the use intended.
- The property must be inspected and approved by the Fire Marshal, and by the building, mechanical and electrical inspectors.
- If the use is permitted by special exception, a zoning inspection is also required

## WHAT IS THE COST OF THE CERTIFICATE?

<u>Fees From Schedule of Fees for Permits, Licenses and Certifications (Executive Regulation 15-03AM) Department of Permitting Services Costs:</u>

- 1. The fee for a Use-and-Occupancy Certificate must be paid at the time of application. The maximum fee is \$590.
- 2. The fee for any Use-and-Occupancy Certificate for each building or portion of a building or use is per square foot of area, as follows:

| 0 - 5,000 SF       | \$215   |
|--------------------|---|
| 5,001 - 10,000 SF  | \$355   |
| 10,001 - 20,000 SF | \$425   |
| 20,001 SF and up   | \$425 plus \$.0118 SF of area exceeding 20,000 SF |

- 3. The fee for a Use-and-Occupancy Certificate for lots or parcels without buildings/structures on them is \$215.
- 4. The inspection fee for using or occupying a site without a Use-and-Occupancy

Certificate is \$88, in addition to the fee for the Use-and-Occupancy Certificate.

Fees from Fire Safety Code - Fee Schedule for Permits, Licenses and Exceptions (Executive Regulation 18-03)

# Use and Occupancy Fees, Other Inspection Fees

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Fees for Use and Occupancy or other inspections not covered by other sections of this regulation, except enforcement generated inspections:

| a. | 0 - 5,000 SF       | \$180                        |
|----|--------------------|------------------------------|
| b. | 5,001 - 10,000 SF  | \$300                        |
| c. | 10,001 - 20,000 SF | \$360                        |
| d. | 20,001 SF and up   | \$360 plus \$.01 per sq. ft. |

The fee for a use and occupancy fire code inspection must be paid at the time of application. The maximum fee is \$5,000.00.

An additional 10% Automation Enhancement Fee is charged on the cost(s) listed above.

## WHAT IF THE SPACE WAS PREVIOUSLY OCCUPIED?

- If the use of the space has not changed (e.g., a business office moves out and another business office moves in), there may be a Use & Occupancy Certificate on file in our office, and a new use an occupancy certificate is not required.
- If the use or dimensions of the space have changed, a new Use & Occupancy Certificate is required.

# IF THE PREVIOUS OWNER/TENANT DID NOT LEAVE THE CERTIFICATE, HOW CAN I GET A COPY?

Copies of certificates can be obtained from this office by completing a Request for Information form.

## HOW LONG IS THE CERTIFICATE VALID?

The certificate is valid until the use of the space changes or there is an increase or decrease in the floor area used.

## USE AND OCCUPANCY CERTIFICATE PROCESS AT A GLANCE